

A highly motivated enthusiast with leadership skills having profound experience of 4 years in Accounting and Finance of Construction and Automobile (Sales Showroom) Industry.

Professional Summary

- Eager and enthusiastic to learn new technologies, systems and methodologies.
- Passionate, hard-working, and highly efficient.

Work Experience

- **Chunawala Realty Private Limited** as Director - Finance & Accounts for 3 years and 6 months (September 2017 to present)
 - Bank Reconciliation, CMS & Banking of the all group companies.
 - MIS Reports like Project Sales List, Project Cost Sheet, Project Cash Inflows, Customer Payment Plan, Cost of Construction, etc.
 - Reconciliation of ledgers with vendors, investors and timely payment of taxes thereon.
 - Passing and monitoring accounting entries on daily basis.
 - Preparation of Monthly Salary Working and deductions thereof.
 - Monthly GST & TDS workings for Returns.
 - Active participation in Project Costing & Management.
 - Assistance and Coordination with various Auditors and Consultants.
- Runway Motors, Runway Corporation, Runway Autoworld & 7 other group firms as Manager - Finance for 9 months (November 2016 to July 2017)
 - Ledger Reconciliations and Confirmations.
 - MIS Reports like Stock Summary, Profitability Report, Ratio Analysis, etc.
 - Participated in process improvement related projects.

Personal Details

- **Languages Known** - English, Hindi, Gujarati and Marathi
- **Date of Birth** - 22nd November 1990

Sana Aslam Sorathia

Contact

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Education

Bachelor of Commerce

Elphinstone College (Mumbai University), Mumbai

Skills

- Collaboration
- Critical Thinking and Problem Solving
- Agility and Adaptability
- Creativity and Imagination
- Committed and Flexible

Computer Proficiency

- MSC - IT
- Tally ERP 9
- Microsoft Excel, Word & Powerpoint
- Customised ERP Software (VRS - Stock Management)